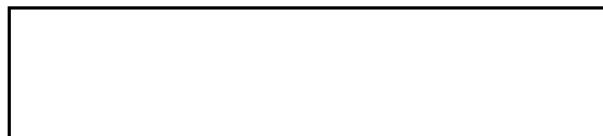11 July 1973

MEMORANDUM FOR: Executive Secretary, CIA Management
Committee

SUBJECT : Personnel Development Program and
Annual Personnel Plan

REFERENCE : Executive Secretary Memo of 26 June 1973,
Subject Same as Above

1. In accordance with the referenced memorandum, the forms
with Tab D thereof are submitted herewith. They cover personnel
in the Audit Staff and the Inspection Staff of this office. The additional
material for the Annual Personnel Plan will be submitted by 24 August
1973 as specified in the reference.

2. The Inspector General is out of town at present and will
request an appointment to discuss the enclosed information shortly
after his return the first of next week.

STAT

S. D. Breckinridge
Acting Inspector General

Attachments:
As Stated Above

TAB

_____E_____ Career Service   Date 11 July 1973

· LIST OF EXECUTIVE DEVELOPMENT TRAINING AND ASSIGNMENT REQUIREMENTS

NAME OF EXECUTIVE CANDIDATE TO BE DEVELOPED	SUBSTANTIVE, MANAGERIAL AND PROFESSIONAL JOB ASSIGNMENTS, EXPERIENCES AND ORIENTATIONS		TRAINING (WITHIN CAREER SERVICE, OTR, EXTERNAL, COLLEGE, ETC.) AND OTHER DEVELOPMENTAL ACTIONS	
	ACTION(S) AND PURPOSE(S)	WHEN	ACTION(S) AND PURPOSE(S)	WHEN
	For both officers. Varied work assignments contributing to overall staff experience		As stated in first column.	NA
*D career service, detailed to O/IG on tour of duty.				

Date 11 July '73

(E) Career Service
EXECUTIVE CANDIDATES ROSTER (EXEC) FOR FY 1973-FY 1977
(Roster to be Prepared Annually)

TURNOVER OF SENIOR PERSONNEL IN GRADES GS-15 THROUGH GS-17			POSSIBLE CANDIDATES					
ESTIMATED YEAR OF VACANCY (FY73-77)A/	GRADE (GS-15 THROUGH GS-17)	EXPECTED VACANCIES (INDIVIDUAL VACANCY BY TITLE OR NUMBER BY ORGAN./FUNCTIONAL CATEGORY)	NAME OF CANDIDATE AND HIS POSITION	GRADE	DATE OF LAST PROMOTION	DATE OF MAND. RETIRE.	ADVANCEMENT POTE
1973	GS-16	Inspector - D/EEO	Nominees requested from the four Deputy Directors	NA	NA	NA	N.

TAB

STAT

E Career Service

Date 6 July 1973

LIST OF EXECUTIVE DEVELOPMENT TRAINING AND ASSIGNMENT REQUIREMENTS

STAT

Name of Executive Candidate to be Developed	Substantive, Managerial and Professional Job Assignments, Experiences and Orientations		Training (Within Career Service, OTR, External, College, Etc.) and Other Developmental Actions	
	Action(s) and Purpose(s)	When	Action(s) and Purpose(s)	When
	Continued assignment as Chief, ADP Group with periodic assignments as head of audit team on complex audits not in ADP field to develop general audit capability	7/73 - 7/76	CSC - Training in management by objectives, executive leadership, and productivity measurement	1973-1976
			CIA - Training in fundamentals of supervision and GIMS II Automatic Data Processing & adv. intel sem.	1973-1976
			Inter-Agency Audit Training Center-training in operational auditing, Seminar for Audit Managers, Executive Development of Auditors, and Planning, Managing, and Reporting for Audit Managers.	1973-1976
			Other - Attendance at audit conferences and seminars particularly related to auditing of automatic data processing systems.	1973-1976

LIST OF EXECUTIVE DEVELOPMENT TRAINING AND ASSIGNMENT REQUIREMENTS

STAT

Name of Executive Candidate to be Developed	Substantive, Managerial and Professional Job Assignments, Experiences and Orientations		Training (Within Career Service, OTR, External, College, Etc.) and Other Developmental Actions	
	Action(s) and Purpose(s)	When	Action(s) and Purpose(s)	When
	Rotation to M&S Audit Division to broaden audit experience.	1974	CSC - Training in management by objectives, executive leadership, and productivity measurement	1973-1976
	Special assignments on Agency-wide audits to further develop leadership, initiative, and writing capabilities.	1974-76	CIA - Training in fundamentals of supervision and management and advanced intelligence seminar	1973-1976
			Inter-Agency Audit Training Center-training in operational auditing, Seminar for Audit Managers, Executive Development of Auditors, and Planning, Managing, and Reporting for Audit Managers.	1973-1976
			Other - Attendance at audit conferences and seminars	1973-1976

LIST OF EXECUTIVE DEVELOPMENT TRAINING AND ASSIGNMENT REQUIREMENTS

Name of Executive Candidate to be Developed	Substantive, Managerial and Professional Job Assignments, Experiences and Orientations		Training (Within Career Service, OTR, External, College, Etc.) and Other Developmental Actions	
	Action(s) and Purpose(s)	When	Action(s) and Purpose(s)	When
	Rotation to Operations Audit Division to broaden audit experience	1975	CSC - Training in management by objectives, executive leadership, and productivity measurement	1973-1976
	Special assignments on Agency-wide audits to further develop leadership, initiative, and writing capabilities.	1974-76	CIA - Training in fundamentals of supervision and management and advanced intelligence seminar	1973-1976
			Inter-Agency Audit Training Center-training in operational auditing, Seminar for Audit Managers, Executive Development of Auditors, and Planning, Managing, and Reporting for Audit Managers.	1973-1976
			Other - Attendance at audit conferences and seminars	1973-1976

Career Service   Date 6 July 1973

LIST OF EXECUTIVE DEVELOPMENT TRAINING AND ASSIGNMENT REQUIREMENTS

STAT

Name of Executive Candidate to be Developed	Substantive, Managerial and Professional Job Assignments, Experiences and Orientations		Training (Within Career Service, OTR, External, College, Etc.) and Other Developmental Actions	
	Action(s) and Purpose(s)	When	Action(s) and Purpose(s)	When
	Rotation to DDS&T and Intelligence Audit Division to broaden audit experience.	1975	CSC - Training in management by objectives, executive leadership, and productivity measurement.	1973-1976
	Special assignments on Agency-wide audits to further develop leadership, initiative, and writing capabilities	1974-76	CIA - Training in fundamentals of supervision and management and advanced intelligence seminar.	1973-1976
			Inter-Agency Audit Training Center-training in operational auditing, Seminar for Audit Managers, Executive Development of Auditors, and Planning, Managing, and Reporting for Audit Managers.	1973-1976
			Other - Attendance at audit conferences and seminars.	1973-1976

Career Service   Date ___6 July 1973___

LIST OF EXECUTIVE DEVELOPMENT TRAINING AND ASSIGNMENT REQUIREMENTS

Name of Executive Candidate to be Developed	Substantive, Managerial and Professional Job Assignments, Experiences and Orientations		Training (Within Career Service, OTR, External, College, Etc.) and Other Developmental Actions	
	Action(s) and Purpose(s)	When	Action(s) and Purpose(s)	When
	Rotation to Operations Audit Division to broaden audit experience.	1976	CSC - Training in management by objectives, executive leadership, and productivity measurement.	1973-1976
	Special assignments on Agency-wide audits to further develop leadership, initiative, and writing capabilities	1974-76	CIA - Training in fundamentals of supervision and management and advanced intelligence seminar.	1973-1976
			Inter-Agency Audit Training Center-training in operational auditing, Seminar for Audit Managers, Executive Development of Auditors, and Planning, Managing, and Reporting for Audit Managers.	1973-1976
			Other - Attendance at audit conferences and seminars.	1973-1976